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Missionaries

AGREEMENT RE MISSIONARY APPOINTMENT FOR FOREIGN MISSIONS

NORTH AMERICAN BAPTIST GENERAL MISSIONARY SOCIETY, INC.

(Revised April, 1968: Effective January 1, 1969)

I. Appointments of Missionaries to Foreign Mission Fields.

1. All appointments of missionaries to Foreign Mission fields are made by the Board of Missions of the North American Baptist General Missionary Society, Inc., hereafter called the Society. All additions to our mission fields which in any way change the level of operating expenditures are considered in the light of our entire denominational program and in accordance with Article VII, item 3, of the Constitution of the North American Baptist General Conference.
2. Candidates for appointment must be in accord with the policies set forth in this AGREEMENT and with the policies of faith and practice of the North American Baptist General Conference. They must be members of a North American Baptist church either at the time of appointment or with the promise of becoming a member upon appointment.
3. All candidates for appointment must have medical clearance and where such medical clearance has not yet been received, the appointment is subject to the receiving of such medical clearance.

II. Salaries, Allowances, Grants, Scholarships, Rentals, Pension and Taxes.

1. Salaries of foreign missionaries are set and periodically reviewed by the Board of Missions. The review is based on studies of salary scales of many Missionary Societies. Requests of Field Committees are considered in the light of such studies. The actual salary and other allowances are found on a separate supplementary page and are not attached to this AGREEMENT, except on request.
2. Housing is furnished every missionary when on the field, either in buildings owned by the Mission or in rented quarters secured at the most reasonable rental available.
3. A rental grant will be made to missionaries on furlough for a period of six months as follows: \$50 per month for a single missionary, \$75 per month for a missionary family. Where actual rent is paid by the missionary, such rental expense is to be considered on a month basis for the entire furlough year up to but not to exceed \$60 for a single missionary, \$90 for a missionary couple without children, \$110 for a missionary family with up to two children and \$125 for a missionary family with more than two children.
4. Each missionary receives a \$1,000 life insurance policy under our denominational group insurance. In case of married missionaries, the husband received the \$1,000 life insurance policy and the wife one for \$250.
5. Single missionaries and missionary couples are included in the General Conference Pension Fund for which the General Conference and the Missionary Society pay the premium.

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6. All missionaries come under social security coverage: non-ordained on the employee basis; ordained on the self-employed basis unless they apply to IRS for exemption. The Society assists the self-employed missionary with the difference in tax between the employed basis and the self-employed basis and this is credited to the salary of the missionary as taxable income. For social security purposes the tax is computed on the salary plus 25% in lieu of free living quarters. Canadian missionaries come under the Regulation of the Canada Pension Plan.
7. Where personal income tax abroad is exorbitant, assistance will be granted the missionary equivalent to the excess of that which a U. S. resident would pay on Short Form 1040.

III. Missionary Equipment Allowance.

1. Churches may provide for the outfitting of an outgoing missionary by cash gifts or in kind either directly (for which no denominational contribution credit will be given), or designate the same when sending such contributions to the Forest Park Office (for which denominational credit will be given), not to exceed the following:

	<u>First Term</u>	<u>Subsequent Terms</u>	<u>Short Term Missionaries</u>
For a single missionary	\$400. 00	\$200. 00	\$200. 00
For a missionary couple	600. 00	300. 00	400. 00
For each child	100. 00	50. 00	. 00

2. All missionaries must report in full all gifts received whether in cash or kind, and where in kind, state the value of the same.
3. In cases where churches do not provide for such outfitting of a missionary, such missionary may apply to the Society for the above stated grant or any balance thereof, to be determined by the General Secretary and the Comptroller.
4. In cases where the above maximum allowance should for any circumstances be exceeded, the excess will be applied to the transportation allowance, ordinarily assumed by the Society, in getting the cargo to the mission field.
5. Though the above is considered a personal grant to the missionary either by the churches or the Society, the missionary should consider such grants in the interest of the mission and make a list of the larger items in the equipment to the value of the grant and consider such as mission equipment for his personal use as long as the missionary is under appointment.

IV. Passage and Transportation Allowance.

1. Passage costs, to and from the field of service, are defrayed by the Society in full provided the missionary accepts the travel arrangements which are deemed best by the General Secretary.
2. Transportation costs (both inland and ocean) of the missionary's equipment and personal effects to the field of service are defrayed by the Society as follows: (Cameroon missionaries are allowed an additional 1/3 of their

regular allowance from Victoria to their station. - This is a modification of BOM-781 re CFC-1072.)

	First Term	Subsequent Terms	Short Term Missionaries
For a single missionary	2,100 lbs. or 120 cu. ft.	1,400 lbs. or 80 cu. ft.	700 lbs. or 40 cu. ft.
For a missionary couple	3,500 lbs. or 200 cu. ft.	2,100 lbs. or 120 cu. ft.	1,400 lbs. or 80 cu. ft.
For each child	475 lbs. or 30 cu. ft.	350 lbs. or 20 cu. ft.	- - -

Any weight or measurement above the allowance is the missionaries personal expense. Where less than the allowance is taken, the missionary may claim \$1 per cu. ft. unused.

3. The Society assumes insurance costs of personal baggage on a fair commercial value, taking into account the depreciation of the articles in the baggage, with a maximum total of \$1 per lb. of baggage allowed. The missionary must submit to the General Secretary an evaluation of such personal baggage before embarkation.
4. All missionaries are to declare in full and to the best of their knowledge all accompanied and unaccompanied baggage. They must also declare all baggage which they may be bringing for other missionaries as unaccompanied baggage. It is against government customs regulations to declare as personal baggage what belongs to another missionary. Two copies are to be sent to the General Secretary, one to the Field Secretary, one to Field Treasurer, one to the forwarding agency, and one kept for the personal file. To clear through customs in Cameroon, four (4) copies are needed. Thus a total of ten (10) copies should be made.
5. When and where customs duties are charged on freight and baggage taken to the field, the Society will reimburse the missionary up to a maximum as follows: \$100 per adult and \$25 per child up to a maximum of \$300 per family for the first term and 2/3 of that for subsequent terms. Short term missionaries may claim up to \$50 per adult. Customs charges on all returns to the homeland are a personal responsibility of the missionary.
6. Should a missionary see fit to withdraw from the missionary service to which we commissioned him or her, or transfer to another society, or leave the mission field before his or her term of service is up, for reasons deemed insufficient by the Society, such missionary will be expected to pay the return passage and to turn all mission equipment, except personal effects, over to the Mission.
7. A missionary returning home on furlough should limit the baggage to whatever is allowed as free on the ticket: ocean passage - 25 cu. ft., railroad passage - 150 lbs. In case of air travel, baggage should be sent by surface freight and limited to the allowable 25 cu. ft. In special cases only will excess baggage by air be paid and in such case to a maximum of the difference between economy and first class baggage allowance. Baggage charges beyond the ocean passage ticket allowance (25 cu. ft.) are the missionary's personal expenses. If and where necessary, an additional railroad baggage allowance will be granted up to but not to exceed 40% of coach railroad fare. A missionary returning

home permanently after one or several terms of service will be given a reasonable additional baggage allowance for personal effects, the same to be mutually agreed upon after application is made. However, in no event is the allowance to exceed the amount of an outgoing missionary on subsequent terms. For short term missionaries the return limit is one-half of the outgoing, or 20 cu. ft.

V. Term of Service.

The term of service in Cameroon is four years in the grasslands. In the coastal regions it is three years. The term of service in Japan is four years for the first term and five years for subsequent terms. The term of service in Brazil is five years.

VI. Furlough Policy.

1. Furloughs are regularly of one year's duration and begin from the date of leaving the country where the mission field is located to the date of arrival in that country. An extension of the same for deputation and promotion is left to the discretion of the Home Office, keeping likewise the need of the field in mind.
2. Where for the purpose of study beyond a semester's time (such as a full academic year or some such arrangement) an extended furlough year is required and requested, consideration may be given to extend the furlough time to 14 months (to doctors of medicine to 18 months) provided the following conditions are met: (1) that the regular amount of deputation time of 4 months be given; (2) that due consideration to the required rest period is given; (3) that adequate and acceptable plans for studies be submitted well in advance, stating also the school where enrollment is sought; (4) that the homecoming be planned and timed accordingly; (5) that any further time beyond the 14 months (for doctors of medicine beyond the 18 months) be considered on a leave of absence without pay, provided arrangements for temporary replacement can be made on the field. It is our opinion that a full academic year of studies crowded into a 14 months furlough period will hardly provide sufficient rest.
3. As an alternate to the general policy (applicable mainly to Japan) a flexible term of service may be chosen as follows:
 - a. Two Year Service Term: (for single missionaries only) 3 months furlough at a ratio of one month furlough to eight months service; 1 1/2 months rest from departure date, 1 month deputation, 1/2 month rest to return date; no formal study time allowed. No re-outfitting allowance except after the second short term.
 - b. Three Year Service Term: 5 months furlough (1 to 7 ratio) - 2 months rest, 2 months deputation, 1 month rest; or 1 1/2 month rest, 1 month deputation, 1 1/2 month study time (such as a summer course), 1 month rest. Outfitting allowance per ratio of regular term.
 - c. Four Year Service Term: 8 months furlough (1 to 6 ratio) - 3 months rest, 3 months deputation, 2 months rest; or 2 1/2 months rest, 2 months deputation, 2 1/2 months study time (a term, not a semester), 1 month rest.
 - d. Five Year Service Term: 12 months furlough (1 to 5 ratio) - 3 months rest, 3 to 4 months deputation, 3 to 4 months study time, 2 months rest; if no formal study time is taken, then 1 to 2 additional months deputation.

- e. Six Year Service Term: (to earn time for study purposes only) - 16 months furlough (1 to 4 1/2 ratio) - 3 months rest, 4 months deputation, 9 months study time including a short rest period before return to field.

VII. Deputation While on Furlough.

While home on a regular furlough, every missionary is expected to spend about 4 months in deputation work (more where furlough is extended) among our churches with the trips to be arranged by the General Secretary. The remaining time is at the missionary's disposal for rest, study and other activities. All traveling expenses of the missionary in conjunction with promotional work are paid by the Society. The regular furlough year may be divided as follows: 3 months rest, including home coming travel time; 3 to 4 months deputation; 3 to 4 months study time; 2 months rest, including return travel time. If no formal study time is taken, then 1 to 2 additional months deputation may be required.

VIII. Missionary Letters.

Missionary letters must of necessity be restricted. It would be difficult to outline such letters. Basically they should contain nothing that is controversial, or that might reflect on our missionary enterprise, or on any of our missionaries, or on anyone in headquarters, or on any missionary policy, or that may cause readers to start mission projects on their own. This also applies to all strictly private correspondence. Each missionary is asked to limit himself or herself to three missionary letters per year via the Home Office: one of these is to coincide with the "Missionary of the Week." Each letter should be limited to one page single space typewritten message.

IX. Articles and Publications.

The missionary is expected to reply to all reasonable requests coming from the editors of our denominational publications.

X. Medical Examinations, Health, Expenses and Assistance.

1. All candidates and missionaries are to be examined by doctors where possible selected by us who will report directly to us. The arriving furlough missionary is to be examined under the direction of the doctor or doctors selected by us. Approximately 3 to 4 months before the expected date of return to the foreign field another examination will be given if there has been no complete physical examination reported within 3 months. This report will indicate in detail the health liabilities that have been cleared or still remain, and our judgment about return to the field as proposed. Inasmuch as illness on the part of children in the family is a serious encumbrance to the effectiveness of missionaries and the continuance of their work and occasionally is reason for emergency return, our plan requires that the children of candidates and arriving and departing missionaries shall have examinations. We also favor annual examinations on the field to be carried out for every missionary. We can provide forms to guide the physician in examining and reporting his complete findings.
2. Every missionary shall be expected to meet ordinary medical costs. However, the services of our doctors and nurses, to prescribe medicine and treatments,

will be available to our missionaries. Also, medicines may be supplied out of the mission field supply either without charge or at a nominal charge. This does not imply that either our nurses or our doctor can be expected to be in constant attendance, because they must attend to the duties for which they were sent to the field.

3. If hospitalization is prescribed for either illness or surgical care, the General Secretary and the Field Secretary must be contacted for authorization, if our Society is to be asked for reimbursement of part of that expense. A recognized doctor's recommendation will ordinarily be accepted as sufficient evidence of the need of such hospitalization. Unless medical authorities deem removal of the patient to distant places or the U. S. A. imperative, adequate treatment or hospitalization should be secured in places closest to the patient's domicile. The patient's family should normally not accompany the patient.
4. The salaries paid to our missionaries are deemed sufficient to provide ordinary medical care of a person or family. The cost of medical care is generally considered to be about 4% of the salary. Therefore, our missionaries should expect to meet all ordinary medical expense of each calendar year up to 4% of their salary. For the excess expense beyond 4% of their salary, the Society will reimburse as follows: in full up to \$500 for a single missionary, \$800 for a missionary couple, and \$1,000 for a missionary family with children; and on a 90% basis all expense beyond these to a maximum of \$2,500 for a single missionary, \$4,000 for a missionary couple, and \$5,000 for a missionary family with children. Any cases beyond that may be submitted to the Society for whatever consideration may be given.
5. The application for such reimbursement, together with complete statements of expenditures, is to be submitted to the General Secretary within 60 days after the close of the calendar year. Where the need arises, such applications will be submitted by him to the Board of Missions for further considerations.
6. The foregoing applies also to ordinary dental care. When dentures or bridges are involved, a maximum of \$100 will be allowed within the policy. Wherever possible, an annual examination should be had by each missionary, and treatment effected as soon as possible thereafter if the examination indicates such treatment to be necessary.
7. The Society is carrying its own medical insurance fund from which the above reimbursements are made. Beginning with 1969, the Society will pay into this fund the following premium charges: \$75 per single missionary, \$125 per couple, \$20 per child with \$200 as maximum per family. These premium rates are subject to review and adjustment as experience may demand. Children are covered to the end of the calendar year following their senior High School year.

XI. Return to the Field.

Return to the field is subject to a favorable majority vote arrived at by secret ballot of the Field Committee and to the approval of the Society. The missionary before going on his furlough, is to be informed by the Field Secretary, as to the vote of the Field Committee.

XII. Gifts.

1. It has been a rule of long standing that our missionaries turn in to the Society all monetary gifts and contributions from members of our North American Baptist churches or any other person while in the employ of the Society. This rule may extend to the royalties of a book written by a missionary on mission time.
2. Exempt from remission to the Society are monies and gifts received by missionaries from blood relatives and in-laws.
3. Home and supporting churches are permitted to make gifts in money and in kind at anniversaries, and at Christmas not to exceed an aggregate of \$100 per year per adult missionary. Donors may designate such monetary gifts through headquarters office for which they will receive a non-budget receipt.

XIII. Support of Denominational and Missionary Society Policy and Program.

Every missionary employed by the Society will be expected, whether on deputation through personal contacts, or by correspondence, to give wholehearted support to the financial and general policies and program of our General Conference and the Society. Specific reference is here taken to:

1. During deputation work and in all other contacts with our denominational constituency only favorable and non-controversial presentation shall be made, whether it be regarding policies or persons. Any other course can only result in loss of confidence and a deflection of the loyalties of our constituency, which must ultimately result in loss of support for our whole cause, including missionary giving.
2. Promotion of projects, old or new, must be restricted to those plans and programs that have been officially adopted by our organizations. It is not permissible to promote any other project, no matter how worthwhile and desirable. Promotion for new projects can be carried on only through proper organizational channels and with proper officials.
3. The Denominational Budget was the outgrowth of years of unfavorable experience under other methods. The budget has now proven itself over a sufficient period of years of experience to warrant its continuation. Designated contributions for each department are credited to an account for that department and the further funds necessary to meet its needs are then added from the fund of undesignated contributions. All employees are expected to be in accord with our budget plan, and speak only favorably about it. Any seemingly warranted questioning of our budget must be directed to responsible officials only.
4. Special appeals, as differentiated from regular operating budgets, have regularly been approved for promotion. Our special Cameroons Sacrifice Offering, the Seminary Building Fund, the Fellowship Fund, the Church Extension Fund, the Denominational Advance Building Fund, the Mission Advance Program (MAP), etc. were such special projects. When adopted, any special project can then be promoted by our missionaries.
5. Personal solicitation by a missionary candidate for support in order to be appointed and sent out is not the policy of this Society; neither is the adoption

for support of such a missionary by our churches prior to the appointment. Missionaries should always remember that they are appointees of the Society as such and never of any local church or individual.

6. Opportunities for the adoption of missionaries by churches and church organizations for a more personalized interest and for promotion is provided upon request in the form of "Projects. " These missionary projects are set at \$3, 500 to \$4, 500 per single missionary and \$6, 000 to \$8, 000 per missionary family which project generally includes salary, living quarters or rental allowance, medical, pension and group insurance, etc.

It is recommended that no church or church organization take on any one such project beyond \$2, 000 but rather to share the project with another church or church organization. Furthermore, it is also recommended that the minimum project for such partial support be \$500 for a single missionary and \$1, 000 for a missionary couple.

7. Other personalized missionary projects are for missionary equipment and transportation of the same, for missionary passage to and from the field and for educational grants or scholarships of missionary children. Inquiry should be made in each case. There are also other projects available for which information will be given upon request.

XIV. Provision for Change of this Agreement.

The rules and regulations in this Agreement may be changed by the Board of Missions as conditions and experiences warrant.

PERSONAL COMMITMENT TO THIS "AGREEMENT"

In accepting the appointment as missionary of the North American Baptist General Missionary Society, Inc., I wholeheartedly agree to the rules, regulations and policies as set forth in the Agreement and pledge myself to faithfulness in all missionary tasks, recognizing the Agreement to be an effort to assure an orderly and efficient operation in missionary activities.

As to the spiritual matters I wholeheartedly agree to "The Preamble" as set forth in the Constitution of the North American Baptist General Conference which reads as follows:

"We, as New Testament Baptists, affirm our faith in the Lord Jesus Christ for our salvation and believe in those great distinctive principles for which Baptists have lived and died, such as:

1. Soul liberty;
2. The inspired authority of the Scriptures in matters of faith and conduct;
3. The separation of church and state;
4. The revelation of God through Jesus Christ as only Savior and Lord;
5. Regenerated church membership;
6. Believer's baptism by immersion;
7. The congregational form of church government; and
8. The proclamation of the Gospel throughout all the world;"

and do hereby declare myself ready and willing to cooperate with and work through the General Missionary Society as the missionary board of the North American Baptist General Conference, recognizing that through these representatives of our nine conferences God reveals His will.

(Signed) _____

Date: _____

SUPPLEMENT TO
AGREEMENT RE MISSIONARY APPOINTMENT FOR FOREIGN MISSIONS
NORTH AMERICAN BAPTIST GENERAL MISSIONARY SOCIETY, INC.

(Revised April, 1968: Effective January 1, 1969)

Re II. SALARIES, ALLOWANCES, GRANTS, SCHOLARSHIPS

1. A basic annual salary of \$2,000 for a single missionary and \$3,000 for a missionary couple has been established for computation purposes. To this is added a cost of living allowance (COLA) which is revised periodically according to the cost of living in the country of service. A 10% increase of the basic annual salary is added for every five years of service until 20 years. There is also a children's allowance according to age brackets which is added to the salary not to exceed a total maximum allowance of \$2,000 to any one family and an educational grant for children not to exceed a total maximum of \$2,300 to any one family, excluding the college scholarship.
2. Cameroon COLA 40% or a total of \$2,800 for single and \$4,200 for couple.

Japan	"	40%	"	"	"	"	\$2,800	"	"	"	\$4,200	"	"
Brazil	"	40%	"	"	"	"	\$2,800	"	"	"	\$4,200	"	"
Furlough	"	40%	"	"	"	"	\$2,800	"	"	"	\$4,200	"	"
3.

		<u>Allowance</u>	<u>Education Grant</u>
Preschool age children	Birth to 6	\$300.00	none
School age children (if at home)	6 to 12	480.00	C or up to \$540.00
School age children (if in boarding school)	8 to 12	480.00	up to 660.00
Jr. & Senior High School (if in High School)	12 to 18	600.00	up to 780.00
(Ending June if age 18 is earlier)			
College age children (if undergraduate)	18 to 22	None - a scholarship up to \$900 (Not included in maximum per family)	
4. For school age bracket the cost of Calvert Course including Parents' Guide is allowed while on the field. If the child attends a school where tuition is charged, the tuition fee and other standard fees are paid to a maximum of up to \$540 per year.
5. Where for the purpose of education the child in the school age bracket must be sent to a boarding school away from home, the tuition fee and other standard fees (not electives) and 1/2 of board and room fees are paid up to a maximum of \$660 per year at an approved boarding school. For Junior and Senior High School the education grant is set at a maximum of \$780. The transport cost of 4 round trips to an approved boarding school are in addition with the maximum allowance set in the annual budget. Where children commute to school, an allowance is made as provided in the annual budget.
6. For college education a scholarship of \$900 may be claimed on application to cover cost of tuition and other standard fees as well as room and board not covered by any other scholarships. This is also to cover college hospitalization insurance since the college person is no longer covered under the Mission Medical Insurance program beyond the calendar year of the first year at college.

NOTE: The above is as per BOM-1319.